



Lawford FC

Complaints Procedure

In the event that any Club member feels that he or she has suffered discrimination in any way or that the Club Policies, Rules or Code of Conduct has been broken, they should follow the procedures below.

1. Report the matter in writing to a Club Secretary or a Trustee of the Club. The report should include:
 - Details of what, when, and where the occurrence took place.
 - Any witness statement including names of alleged victim(s).
 - Names of any others who have been treated in a similar way.
 - Details of any former complaints made about the incident, date, when and to who made.
 - A preference for a solution to the incident (not obligatory).
2. The Club's Trustees, or alternatively 3 Club members chosen at their discretion, will be appointed to adjudicate any necessary hearing.
3. Any person found to have broken the Club's Policies, based on findings, may be:
 - Warned as to future conduct;
 - Suspended from membership; or
 - Expelled from membershipas laid out in the Disciplinary Procedure.